



Job Title: SECRETARY II

Department /Office: Hopi Tutuveni Office

Reports to Whom (title): Tutuveni Editor

Salary /Hourly Range: 30

Job Classification Code: 8810

Level of Background Check: 1B

FLSA Status: Non- Exempt; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

Revision Date: 10/09/2012

JOB DESCRIPTION:

The work consists of duties that involve related steps, processes and methods. The decision regarding what needs to be done involve various choices requiring the employee to recognize the existence of any difference among several alternatives.

SCOPE:

This position performs full level administrative secretarial duties in support of administrative, professional and/or technical staff functions in the operation of a newspaper business.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Drafts/Types Correspondence, proposals, reports, news articles and other formats in a narrative, statistical and professional format; proofs, reviews, edits article submissions for accuracy and fact finding;
2. Screen in and outgoing correspondence, telephone calls; responds to inquiries of the public; monitors public events; refers complex assignments to appropriate staff, maintain and ensure confidentiality of records
3. Assist Editor with copy editing solicit and compile content, organize submissions on per issue basis.
4. Develop and maintain a systemic filing system; ensure proper records management system; maintain database of stock footage, archival documents, news library
5. Maintain appointments for newspaper staff; prepare and process requisitions, purchase orders, travel authorizations/claims, maintain cuff accounts; prepare and amend department budgets
6. Assure/maintain operability of office equipment, supplies, inventory of equipment and ordering of specialized technology/software for newspaper communications (web, hard copy, digital technology)
7. Performs other related duties as assigned and authorized to meet program objectives and publication deadlines

SUPERVISION RECEIVED:

The incumbent's supervisor makes assignments by providing guidance on content, deadlines and priority of assignments. Incumbent uses initiative and independent judgment in planning, developing and completion of assignments. Completed work is reviewed for accuracy and compliance with instructions by the supervisor.

PERSONAL CONTACTS:

Contacts are with tribal employees, general public, vendors, marketing/advertising contacts for the purpose of exchanging factual newsworthy information and to coordinate work efforts to bring information to the public.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Work is sedentary and performed in a standard office environment that involves the normal safety precautions typical of an office and operations of a tribal vehicle within established tribal policies and procedures.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: H.S. Diploma or equivalent

AND

B. Experience: Two (2) years in an administrative secretary work experience or pertinent skills to accomplish the duties and responsibilities.

OR

C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Working knowledge of tribal administrative, procurement and financial processes
- Thorough knowledge of spelling, punctuation and syntax
- Knowledge of computerized accounting/bookkeeping applications
- Working knowledge in data base systems, collection and compilation of data elements

B. Skills:

- Typing Skill of 55 wpm, filing and records management
- Computer literate in Microsoft applications, publishing, Adobe Photoshop, web content and development; financial accounting software and standard office equipment

C. Abilities:

- Ability to organize, manage and develop new office processes and procedures
- Ability to draft, edit and finalize correspondence and news articles
- Ability to work independently; establish and maintain working relations with others
- Ability to prioritize work and meet deadlines